

SOLICITATION NUMBER:	SOL-306-16-000008-OEGI
ISSUING DATE:	November 12, 2015
CLOSING DATE:	November 25, 2015
POSITION TITLE:	Program Management Specialist (Public Financial Management)
NUMBER OF POSITIONS:	Single
MARKET VALUE:	GS-12 (\$61,486 - \$79,936) In addition, this post has 35% post differential and 35% danger pay
ORGANIZATIONAL LOCATION OF POSITION:	USAID/Afghanistan
DIRECT SUPERVISOR:	USAID/Afghanistan, Economic Growth Director
SUPERVISORY CONTROL:	Minimal. The incumbent is expected to act independently with little direction.
PERIOD OF PERFORMANCE:	13 months with an option for renewal
SECURITY ACCESS:	Employment Authorization for Third Country National
AREA OF CONSIDERATION:	<b>Third Country National Personal Service Contractor (TCNPSC)</b> “Third Country National means an individual:- (i) Who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty (Afghanistan), and (ii) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expense

**Background:**

The Project Management Specialist (Public Financial Management) supports and advises the Office of Economic Growth and Infrastructure (OEGI) Economic Growth (EG) team by providing expert Public Financial Management, fiscal reform, macroeconomic development and management guidance in support of the USAID strategy and program design, and implementation. Position assumes key responsibilities in EG project design, management, and implementation of USAID/Afghanistan's Public Financial Management (PFM) and other economic governance projects. The position requires a broad knowledge of economic development of Afghanistan, specialized knowledge of tax, budget, audit, macroeconomic policy and institutional support. In addition, the position requires knowledge and skills related to administrative and project management techniques, and awareness of and ability to maintain collaborative relationships with specialists of various disciplines. Advance planning and preparation are key, as well as ability to respond to new requirements on extremely short notice.

**Basic Functions of the Position:**

The incumbent serves as a Project Management Specialist (Public Financial Management) on the Economic Growth (EG) team. The incumbent works under the direct supervision of the Director of the Economic Growth Office. The incumbent shall have experience in various specialized fields of Public Financial Management, covering all aspects of public revenue and expenditure management including, but not limited to, forecasting, budgeting, monitoring and reporting tax and fee based sources of revenue and expenditures in a transparent manner. Examples of skill areas include budgeting, revenue forecasting, budget reporting, taxation, and utilizing fiscal frameworks for analysis. The incumbent also helps designs, develops, manages, and evaluates assigned economic development projects; provides factual and analytical background reports, collect data, and prepares reports related to the EG project portfolio. The incumbent will be involved in, and may be responsible for all facets of the EG project design and management process. Duties are of medium scope and complexity and require considerable specialized knowledge of USAID programming, project management and budget policies, procedures, and documentation. The Incumbent serves as an Agreement Officer Representative (AOR)/Contracting Officer Representative (COR) or Alternate AOR/COR. Most importantly, the incumbent will be responsible for mentoring and advising Locally Employed Staff (LES/FSN) working as Project Management Specialists.

**Duties and Responsibilities:****1. Afghanistan Public Financial Management Project:**

The incumbent is directly responsible for project management as well as for supporting, mentoring, training, and advising the COR with the roll-out and implementation of the new USAID-funded Afghanistan Public Financial Management (APFM) project, which aims to help the National Unity Government (NUG) improve its fiscal sustainability and enable the delivery of essential services to its citizens. APFM will be working directly with the Ministry of Finance (MOF), other concerned central and local Government entities, and prominent international donors. The project will provide technical assistance, training, advisory services, and capacity building support to key Government of Islamic Republic of Afghanistan (GIROA) ministries, other central government institutions, and district governments in areas

of revenue mobilization, improved planning, execution, and monitoring of their budgets, thus making the objectives of fiscal discipline, fiscal sustainability and fiscal stability significantly easier to achieve. In addition to his/her role as COR or Alternate COR, the incumbent trains, assists and mentors Locally Employed Staff (LES) who serve as COR/AOR, so as to build their capacity in successfully fulfilling their COR/AOR responsibilities. The incumbent works closely with the Ministry of Finance (MoF), a variety of host government officials, both central and local, and international donors on programs designed to build the capacity of the NUG in the area of economic growth, with a particular focus on Public Financial Management and fiscal reform.

## **2. EG Project Support**

The incumbent supports the Office Director, Deputy Director, and team leads in the management and monitoring of the overall USAID EG portfolio. The incumbent assists in the development of mission reports and data gathering; takes part in analyzing and evaluating many of the proposals and other submissions that come to EG; and coordinates meetings and visits with United States Government (USG) officials, counterparts, and other donors. The incumbent will also support a variety of economic growth sector projects across the entire EG portfolio, and is expected to give both strategic and technical input on the full range of EG activities.

Other duties may include supporting: Small and Medium Enterprise development, financial sector development, business enabling environment strengthening, marketing in the business enabling environment, refining commercial practices, banking, and/or other areas of economic governance. The incumbent oversees and evaluates contractor/grantee performance, project cost and progress, method of acceptability of project reporting, timeliness in meeting commitments, scheduled completion dates, achievement of milestones and other relevant financial and management objectives. The incumbent regularly obtains and provides detailed project information. The incumbent drafts and processes a variety of project or procurement documents such as action memoranda, scopes of work, official correspondence, etc. Such documents require a specialized knowledge of the project(s) and must be prepared in accordance with established guidelines or precedents.

The incumbent may also be required to serve as the Agreement/Contracting Officer Representative (A/COR) or alternate A/COR on APFM or other EG projects. Additionally, the incumbent closely involves in performance reporting; program/policy coordination with other donors; and other U.S. Government agencies. The incumbent provides program/activity manager support for EG activities or components of complex economic reform activities which are underway or may be pursued in Afghanistan. The job requires strong leadership and project management skills, strong PFM-related technical skills, strong judgment and an ability to work independently and as part of a dynamic team, and at times with minimal direction to ensure that EG's program activities are designed, managed, and implemented to achieve the Agency's goals and objectives, within U.S. legislative mandate(s) and financial resource constraints.

## **3. Mentoring:**

The incumbent not only mentors and advises LES staff assigned to the APFM project, but also mentors LES staff attached to other EG projects as needed. The incumbent mentors LES staff on key activities such as Project Design & Management, AOR/COR responsibilities,

reporting requirements, navigating USAID specific implementing and contracting procedures, M & E duties (including but not limited to developing performance indicators, tracking performance data, working in close coordination with the implementing partner(s), Mission's Monitoring and Evaluation team in making sure that the activities are delivering expected results, and that the instruments for monitoring performance and evaluating the progress of EG activities. In addition, the incumbent is involved in contractor/grantee evaluation, personal career development, and developing individual specific training plans. By establishing good working relationships with the LES, the incumbent will identify additional areas where s/he can help to build the local capacity.

#### **EVALUATION CRITERIA/SELECTION CRITERIA:**

Applicants will be evaluated and ranked based on the following selection criteria:

- a. **Education:** At least a bachelor's degree in business administration, economics, accounting, business financial management or closely associated field is required
- b. **Work Experience:** Must have at least ten years of relevant work experience that demonstrates increasing responsibility for designing, managing, and reporting on economic growth and public financial management related activities, and coordinating and guiding multifaceted analytical and project management efforts for a complex organization is required. Preference will be given to those who have relevant experience working in a post-conflict environment. Experience working in the area of program administration, business, marketing, private sector development, trade, commercial law, public financial management, banking or other private sector related development fields is required.
- c. **Communications:** Level IV (Fluent) speaking/reading English language communication skills required.
- d. **Knowledge:** The incumbent must have a thorough knowledge of general principles of economic development with relevant experience in at least one of programmatic area such, as, but not limited to, public budgeting, finance and taxation, private sector development, business enabling environment or the methodology, procedures, and documentation related to designing, and implementing of said programming is a requirement.

The incumbent must have a thorough knowledge of general principles of economic development with a specialty in a particular economic growth sub-discipline such as, but not limited to, private enterprise, budget policies, public finance and revenue, taxation, or the methodology, procedures, and documentation related to creating and supporting a business enabling environment. Strong skills in economic growth/development and project management are required. The ability to identify, locate, analyze, and evaluate relevant data is required. The ability to organize and present program information into appropriate written and oral formats is critical. The incumbent should seek to attain the ability to explain and defend USAID programs, budgets, policies, objectives, and procedures.

- e. **Skills and Abilities:** Strong skills in economic growth, development, and project management are required. The ability to identify, locate, analyze, and evaluate relevant data is required. The ability to organize and present program information in appropriate

written and oral formats is critical. The incumbent should have the ability to explain and defend USAID programs, budgets, policies, objectives, and procedures. Sound knowledge of computer software (MS Word, Excel, Power Point, and internet) and electronic information handling is required. Must be a self-starter, highly organized, have exceptional interpersonal, communication and leadership skills, and be able to work in a team environment and under pressure. The ability to train, direct and mentor local staff is extremely important.

**Applicants should carefully review the required experience and education requirements stated in this solicitation to ensure they meet the full set of criteria before submitting an application for consideration.**

**Applicants meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID reserves the right to conduct interviews with the top ranked short-listed applicants. The interview will be one of the determining factors in the final selection.**

#### **A. TERM OF PERFORMANCE**

The term of the contract will be for thirteen months. Within four weeks after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, the incumbent shall proceed to Kabul to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified at a U.S. Government GS-12. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

**In addition, the Mission has a 35% Post Differential allowance and 35% Danger Pay. During this period the selected candidate will be entitled to Rest and Recuperation trips in accordance with the Mission policy.**

**This position entitles 20 days Administrative Leave plus two days of travel time for each break. In excess of the Administrative Leave, Annual Leave or Compensatory time for the breaks can be used.**

Physical Demands and Work Environment: Work in the office is mostly sedentary, depending on workload the incumbent may be requested to serve extended work hours and workdays. The travel to program-activity implementation sites outside of Kabul requires U.S. Government Regional Security Officer (RSO) approval, travel in fully armored vehicles and close coordination with the U.S. Embassy and U.S. Consulate security officers, Department of Defense, and International Security Assistance Force as relevant.

#### **B. GENERAL INFORMATION REGARDING LIVING AND WORKING CONDITIONS IN AFGHANISTAN**

Life in Kabul has somewhat improved since the establishment of the government, and great strides have been made to regularize the availability of services, utilities, and supplies of common consumer items. Living conditions, however, are still difficult but this is a historical opportunity to work closely with a dedicated team to assist the Afghans to bring about peace

and stability to their war-torn country. Afghanistan is an unaccompanied post. All staff will be housed on the heavily guarded and fortified Embassy compound.

### **C. MEDICAL AND SECURITY CLEARANCE:**

The selected applicants must be able to obtain and maintain security and medical clearances. Third Country Nationals should be able to obtain employment authorization from the Regional Security Office. For medical clearances, Third Country Nationals should obtain Department of State Class I Medical Clearance.

### **D. BENEFITS AND ALLOWANCES:**

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a Third Country National shall be eligible for any of the listed fringe benefits to include health and life insurances, differentials and allowances.]

#### **1. BENEFITS:**

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

#### **2. ALLOWANCES (If Applicable)\*:**

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600) and
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

\* Standardized Regulations (Government Civilians Foreign Areas).

### **E. CONTRACT INFORMATION BULLETINS (CIBs) or ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs:**

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contract. Those documents can be found at this website:

[http://www.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc)

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contract.

AAPD 06-11	Home Leave and Revised General Provision 5, Leave and Holidays
AAPD 06-10	PSC Medical expense payment responsibility
AAPD 06-07	AIDAR, Appendix D: Contract budget, salary determination and salary increase
AAPD 05-02	Clarification of Policy for Personal Services Contracts with Anticipated Contract Performance Periods Exceeding Five (5) Years
AAPD 06-01	Medical evacuation insurance
CIB 01-07	Clarification of the extension/renewal policy regarding PSCs
CIB 01-05	Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals
CIB 99-22	PSC Policy
CIB 98-23	Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements
CIB 98-11	Determining a Market Value for Personal Services Contractors Hired under Appendix D.
CIB 97-16	Class Justification for use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or less
CIB 96-23	Unauthorized Provision in Personal Services Contracts
CIB 94-09	Sunday Pay for U.S. Personal Services Contractors (PSCs)
CIB 89-29	Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage and Privately Owned Vehicles

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at:

<http://www.usaid.gov/work-usaid/aapds-cibs>

Additionally, AIDAR Appendixes D or J also applies to PSCs can be found at:

<http://www.usaid.gov/policy/ads/300/aidar.pdf>

## **F. REQUIRED FORM AND DOCUMENTS FOR INITIAL CONSIDERATION:**

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website:  
[www.usaid.gov/sites/default/files/documents/1866/a302-3.doc](http://www.usaid.gov/sites/default/files/documents/1866/a302-3.doc);
2. A current curriculum vitae (CV) or resume;
3. A minimum of three (3) professional references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor;
4. A written statement that addresses the Evaluation/Selection Criteria in this solicitation, and how the applicant believes their experience and skills meet or exceed these criteria.

The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

## **G. APPLYING**

All applications must be submitted electronically by e-mail with the subject line **Program Management Specialist (Public Financial Management) SOL-306-16-000008/OEGI** to: [AfghanPSCjobs@state.gov](mailto:AfghanPSCjobs@state.gov).

Attention: USAID/Afghanistan  
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior the closing date mentioned above unless revised. The highest ranking applications may be selected for an interview.

**Only short listed candidates will be contacted.**

### **Point of Contact:**

Any questions about this solicitation may be directed to: [KabulAIDHR@usaid.gov](mailto:KabulAIDHR@usaid.gov).

**Note:** No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

### **Place of Performance**

USAID/Afghanistan  
U.S. Embassy  
Great Massoud Road  
Kabul, Afghanistan